



TRANSPORTATION IMPROVEMENT BOARD FREQUENTLY ASKED QUESTIONS ABOUT TRAVEL

WHAT TRAVEL EXPENSES ARE REIMBURSABLE?

RCW 47.26.130 authorizes Board members to be reimbursed for travel expenses pursuant to the rules published by the Office of Financial Management. Board members who are in travel status are entitled to claim one day's per diem for each day of board business. The per diem rate for meals and lodging varies from county to county. Please refer to the attached map to determine the per diem rate for a specific county. Costs incurred by the traveler that exceed the allowed per diem rate are the responsibility of the traveler. (OFM Policy 10.20; 10.40)

On occasion, the TIB will contract for a catered meal to be served during the board meeting. The cost of this meal will be deducted from the allowable per diem for that meeting (OFM Policy 10.70.50).

In addition to meals and lodging per diem, Board members are eligible for miscellaneous expenses. Examples of reimbursable miscellaneous expenses include parking, ferry costs, or toll fares. Receipts for these expenses are not required unless they exceed \$50.

IS A STATE TRAVEL CARD AVAILABLE?

As a Board member, you are authorized to receive a state travel card, which may be used for hotels and meals. The travel card can only be used for travel expenses. Under the state's agreement with the issuer of the card, all non-travel transactions will be denied authorization. The billing process for a state travel card works much like a personal credit card. Once charges are incurred, a monthly statement is sent to the address specified by the cardholder. Your reimbursement check for these charges will arrive before the travel card statement. If you would like a state travel card, please call the TIB office.

WHO MAKES TRAVEL ARRANGEMENTS FOR ATTENDANCE AT BOARD MEETINGS?

Hotels – In advance of each Board meeting, the TIB staff reserves a block of hotel rooms. Staff attempts to reserve these rooms at the governmental rate. By working directly with the hotel, TIB staff is able to negotiate reduced rates on meeting facilities, rooms, and catering.

Hotel accommodations are paid for by the Board member. Board members are reimbursed for this expense as part of their per diem.

You may choose to stay at a hotel other than the one contracted by TIB staff. TIB staff is available to help make alternate travel arrangements.

Airlines – TIB staff is available to make airline reservations. If you choose to make your own airline reservations, you must use a travel agency contracted by the state. Staff will work with the travel agency to establish a direct billing process.

It is important to purchase airfare using a state contract. Under the state contract, there is no penalty for canceling or modifying flight arrangements. If you choose to purchase a ticket that is not on a state contract you are liable for the cost of the airfare in the event of a cancellation.

Car Rental – TIB maintains a corporate account with Budget Rental Car. If you would like access to this account, please contact the TIB office. If you choose to obtain a rental car using either your own finances or the state travel card, you are required to attach a receipt to your travel reimbursement form. No documentation is required when using TIB's corporate account.

The state contract for rental of motor vehicles usually **includes** full insurance coverage. The state will not reimburse travelers for the cost of additional insurance coverage purchased on state contract vehicle rentals. (OFM Policy 10.50.35.f)

WHAT IS THE DIFFERENCE BETWEEN “POINT-TO-POINT” AND “VICINITY” MILEAGE?

You are entitled to claim point-to-point mileage when using a privately owned vehicle (POV) to drive from your official work site to the Board meeting site. Please use the attached OFM chart when determining allowable mileage. In addition to point-to-point mileage, vicinity mileage can be claimed when using your POV for board business (OFM Policy 10.50.20.a & b). Some examples of vicinity mileage include driving from the hotel to the meeting site or driving in the local region to review TIB projects. (Reimbursement for the use of a POV is payable to only one traveler when two or more travelers are traveling in the same motor vehicle on the same trip.)

CAN I BE REIMBURSED IF I ATTEND AN EVENT ON BEHALF OF TIB?

Yes. If you attend an event on behalf of TIB that has been authorized in advance by the Chair (i.e., ribbon cutting, groundbreaking, etc.), you are entitled to per diem. If you choose to be reimbursed, you must contact the TIB office to request a “Meeting Reimbursement” form.

WHEN CAN I EXPECT TO RECEIVE MY REIMBURSEMENT CHECK?

You can expect to receive your reimbursement check within five to seven business days after TIB receives the “Meeting Reimbursement” form.

WHEN DO I NEED TO RETURN THE “MEETING REIMBURSEMENT” FORM?

The “Meeting Reimbursement” form will be distributed at the beginning of each board meeting. Please fill in the appropriate reimbursement amounts for your trip and return the form to a TIB staff member. If you choose not to be reimbursed, we request that you still sign the form and return it to a TIB staff member.

All travel regulations listed above are mandated by OFM, State Administrative & Accounting Manual, Chapter 10.